

[| NODIS Library](#) | [Organization and Administration\(1000s\)](#) | [Search](#) |

# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY****NPR 1385.1**Effective Date: January 07,  
2000Expiration Date: January 07,  
2010[Printable Format \(PDF\)](#)

---

## **Subject: Public Appearances of NASA Astronauts and Other Personnel w/Change 1 (Revalidated 01/07/05)**

**Responsible Office: Office of the Chief of Strategic Communications**[| TOC](#) | [Change](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [ALL](#) |

## **Chapter 1. Public Appearances of NASA Astronauts**

---

### **1.1 Policy**

As indicated in NPD 1385.2F, it is NASA policy to encourage public appearances of NASA astronauts to assure the widest dissemination of information concerning NASA and its programs. Public appearances are encouraged provided that they:

1.1.1 serve in the best interest of NASA and the Government.

1.1.2 support the Agency's goals and reflect the Administrator's priorities.

1.1.3 have no adverse impact on or interference with the astronaut's primary responsibilities.

1.1.4 do not exploit NASA or the astronauts for fundraising, sponsorship, endorsement, or financial assistance directly or indirectly, or events of questionable benefit to NASA or the U.S. Government.

1.1.5 do not violate the standards of ethical conduct for employees of the Executive Branch, 5 CFR part 2635." NASA personnel are prohibited from accepting an honorarium of additional compensation for making official public appearances.

1.1.6 do not unlawfully segregate or exclude on the basis of race, color, age, religion, sex, national origin, sexual orientation, or disability. A specific inquiry as to any segregation practices of the group is required prior to acceptance.

### **1.2 Acceptance Requirements**

The following requirements will govern public appearances by NASA astronauts:

1.2.1 During the preflight period, astronauts will not be available for public appearances.

1.2.2 During the entire 12 months of their candidacy, NASA astronaut candidates will not be available for public appearances.

1.2.3 Except for astronauts in the preflight and postflight periods, and astronaut candidates during their candidacy, the frequency of public appearances will generally not exceed two per month. Exceptions may be granted for the Houston, Texas, area and for Space Flight Awareness program activities. The number of events per day will normally be limited to three, except in unusual circumstances and when the astronaut receives prior approval. Except for foreign travel, NASA astronauts will not usually be permitted to remain away from the Johnson Space Center (JSC) for more than two working days or 48 hours per public appearance.

1.2.4 An unrestricted number of public appearances may be scheduled for astronauts during their postflight periods.

### **1.3 Definitions**

1.3.1 NASA astronauts are commanders, pilots, mission specialists, and astronaut candidates employed by or detailed to NASA.

1.3.2 A public appearance is any appearance by a NASA astronaut before a public gathering that is officially sanctioned under the provisions stated in 1.1 above.

1.3.3 Preflight period is the 6-month period preceding the scheduled launch date for a mission to which an astronaut is assigned.

1.3.4 Postflight period is the 30-day period following postflight debriefing and leave for returning astronaut crews.

## 1.4 Responsibility

1.4.1 The Director, Public Outreach Division, NASA Headquarters, is responsible for the following:

1.4.1.1 Developing policy for the astronaut appearance program.

1.4.1.2 Ascertaining that necessary funds are available before committing astronauts to nonreimbursable appearances.

1.4.2 The Astronaut Appearances Coordinator (Astronaut Program), NASA Headquarters, is responsible for the following:

1.4.2.1 Reviewing and scheduling all astronaut appearances involving the White House, Executive and Legislative Branches of the U.S. Government, or the Diplomatic Corps which encompasses Embassies and Foreign Missions and all foreign countries.

1.4.3 The Astronaut Office (JSC) is responsible for the following:

1.4.3.1 Scheduling all other requests for astronaut appearances not specifically identified in 1.4.2.1 above.

1.4.3.2 Processing travel arrangements and reimbursement of all appearances.

1.4.3.3 Compiling a schedule of all astronaut appearances being developed by its coordinators and distributing the schedule to the Director of Public Outreach, Public Affairs Office, NASA Headquarters, on a weekly basis.

1.4.4 The Astronaut Office (JSC) will not be required to provide NASA Headquarters with copies of correspondence pertaining to astronaut appearances unless specifically requested. This correspondence includes letters and itineraries.

## 1.5. Measurements

1.5.1 The Astronaut Office (JSC) will provide a monthly report of completed astronaut appearances to the Public Outreach Division, NASA Headquarters. The report will list events, geographic locations, and audience size for all appearances each month.

1.5.2 The Public Services Division, Astronaut Appearance Coordinator, will provide semiannual and annual reports of astronaut appearances. These reports will list events, geographic locations, audience size, and significant trends in astronaut appearances.

1.5.3 The Astronaut Appearance Coordinator will obtain feedback and measure the performance of the NASA astronaut appearance program and provide semiannual statistics to the NASA Headquarters, Public Outreach Division. The statistics should incorporate feedback from the Astronaut Office (JSC).

1.5.4 Periodic assessments will be conducted at NASA Headquarters to determine if other data collection methods are required. If so, the new requirements will be discussed and mutually agreed upon by both the NASA Headquarters, Public Outreach Division, and the Astronaut Office (JSC) prior to implementation.

| [TOC](#) | [Change](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [ALL](#) |

| [NODIS Library](#) | [Organization and Administration\(1000s\)](#) | [Search](#) |

### **DISTRIBUTION:** **NODIS**

**This Document Is Uncontrolled When Printed.**

Check the NASA Online Directives Information System (NODIS) Library  
to Verify that this is the correct version before use: <http://nodis3.gsfc.nasa.gov>

---